

SECTION VI - Part 4 of 5  
PROJECT MANAGEMENT AND INFORMATION TECHNOLOGY TEMPLATES

---

***A116 – Business Requirements Specification Document Coversheet***

<b>System:</b>	<b>Item Number:</b> A116
<b>Title:</b> Business Requirements Specification Document	
<b>RFP Reference:</b>	
<b>Date of Submission:</b> <ul style="list-style-type: none"><li>•</li><li>• Updates as needed</li></ul>	
<b>Distribution:</b> <ul style="list-style-type: none"><li>• CDCR: 1 copy along with a magnetic media containing MS Office format copy</li><li>• V&amp;V: 1 copy along with a magnetic media containing MS Office format copy</li></ul>	
<b>Approval:</b> CDCR written approval is required.	
<b>Comment:</b> Change pages may be delivered upon approval of changes to the requirements until the cumulative total number of change pages reaches 10% of the final submission, upon which the entire document shall be re-issued.	
<b>Preparation Instructions:</b> The Contractor shall provide this document according to the standards defined in the documentation plan.  The deliverable(s) shall include at a minimum the contents of the template in and/or following this coversheet, or equivalent as determined by the Project Director or designee. Providing less information than required in the template or any exceptions shall not be allowed unless advance written permission is obtained from the Project Director or designee.	

SECTION VI - Part 4 of 5  
PROJECT MANAGEMENT AND INFORMATION TECHNOLOGY TEMPLATES

---

<b>System:</b>	<b>Item Number:</b> A116
<b>Title:</b> Business Requirements Specification Document	
<b>Minimum Content Required:</b> Business requirements define the services the system must provide and prescribe constraints for its operation. The Plan shall include the following: <ul style="list-style-type: none"><li>• Name and description of existing business processes to be included in the new system.</li><li>• Description of steps or procedures utilized to perform each process.</li><li>• Definition of dependencies and/or triggers associated with each process.</li><li>• Desired output or outcome of each process.</li><li>• Description of physical constraints related to the process, such as performance goals, security requirements, etc.</li></ul>	